

Sample Playground Teacher's Recess Procedures

The American Association for the Child's Right To Play

A. In the Cafeteria:

1. Request that children use a normal conversational voice in the cafeteria.
2. Request that all children remain seated except to throw away trash or to make purchases.
3. Encourage the children to dispose of waste papers in the trash cans and recycling bins.
4. When lunch is over, help organize the Kindergarten children to form a line for recess, and when returning to the school building.
5. Ask the children to be courteous and "polite" when forming a line. Emphasize "no pushing."
6. With the exception of bottled water, no food is permitted on the playground..

B. Decision to Have Recess on the Playground:

1. All children are expected to play outside unless the weather is 15-18 degrees Fahrenheit.
2. No children are permitted to return to the classroom, library, computer room, etc. unless they have a note from the classroom teacher.
3. If there is inclement weather during recess, all children should wear coats that they wore from home. Individual students are permitted to return to the classroom to secure a coat if the weather requires additional clothing.
4. If a child has a note excusing him or her from recess, that child should sit quietly with a book and remain inactive, and go to the library and/or return to the classroom.

C. Daily Inspection of the Playground Area:

1. The Playground Teacher should inspect the area for broken glass and other objects on a daily basis. Students should be encouraged to report any unsafe matter to the Playground Teacher.
2. The Playground Teacher should inspect the playground apparatus daily for worn or damaged equipment. All needed repairs should be recorded, dated, and sent to the Principal for immediate attention.
3. The Playground surface should be inspected on a weekly basis to insure correct depth of materials for safe exits off playground equipment. The Principal should be notified in writing (in a dated memo) of unsafe landing surfaces.
4. A recess cart (or similar storage bin) should be available at all schools to neatly store recess equipment. This cart should be mobile and be taken outside.
5. Inspect fences for protruding wires, and note any low hanging tree branches.

D. Playground Rules to Insure a Safe and Friendly Environment:

1. Gum chewing is not permitted on the playground, or in the school building.
2. Tackle football, any form of martial arts, and skateboards are not permitted.
3. Climbing any object (e.g., fence or walls), other than regulation playground apparatus, is not permitted.
4. Throwing objects such as snowballs, sand, rocks, sticks, or dirt is strictly prohibited.
5. The Playground should have designated areas for active and nonnative play. This is especially necessary when different groups of children are sharing the same playground during the same recess period. Recess game markings should be provided.
6. Children should be encouraged to participate in the following activities:-Soccer -Kickball -Box ball -Hoops -Skip It -Tag and other chase games-Dramatic Play and Make Believe games -

Traditional ball and bean bag games-Cooperative Play Activities -Marbles -Tops -Jacks -
Hopscotch -Fortes

7. Children should not be excluded from playing a game, even when a group of peers deny their participation. The Playground Teacher should intercede and encourage all children to play together.
8. Toys, other than those brought from the classroom or provided by the playground teacher, are not allowed on the playground, unless the school does not provide ample playthings. In this situation, children should be encouraged to bring play equipment from home.
9. A whistle is blown to signal the the end of recess, and for the children to form a line to enter the school building.
10. At the end of recess, all children should return the playground equipment to the Playground Teacher where it is stored on the recess cart.

E. In the Area of Injuries or Incidents:

1. If a child injures him or herself during recess and bleeding occurs, a Playground Teacher must use gloves and paper towels and take the child to the school nurse, while one other Playground Teacher continues to supervise the children.
2. All injuries are reported to the school nurse in the form of an "accident report form."
3. Walkie talkies should be used on the playground to alert the Principal's office of an injury. Two complete sets of walkie talkies are desirable.
4. If a parent, guardian, or another adult requests to remove a child from the playground, he or she must have a signed note from the principal's office.
5. If a Playground Teacher notices anyone loitering near the school grounds, or an individual talks to a child from a car, the Playground Teacher immediately finds out if the child knows the individual. Never allow a child to leave the playground without notification from the Principal's office.
6. A first aid kit is available on the playground.

F. Rewarding Acts of Kindness and Implementing Disciplinary Actions:

1. Each playground teacher may chose to give a child (or a group of children) a card that conveys he or she has demonstrated an "act of kindness" or friendly gesture to another child. The card can also be given to those individuals who assist the Playground Teacher.
2. It is each child's responsibility to demonstrate good behavior on the playground. Any use of improper language, fighting, teasing or verbal abuse toward another child is not permitted. Any act of reckless behavior that could result in the child being injured, or another child being injured is not tolerated. The consequence for actions such as these include the following:
 - A. First occurrence: The child is warned by the Playground Teacher (verbal warning).
 - B. Second occurrence: The child is asked to sit during the recess period, and is not allowed to participate.
 - C. Third occurrence: The Playground Teacher completes Recess Observation Report and it is sent to the Principal. The child is denied up to 3 recess periods.
 - D. Continued similar behavior: Parents are asked to meet with the Principal and the child is denied recess a specific number of days as decided upon in that meeting.

RLC/Board Members of **The American Association for the Child's Right to Play**